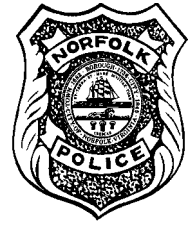




# *The Norfolk Police Department Offers You Challenge ~ Diversity ~ Opportunity*



## **Recruitment Information Handout (Do NOT return this handout with your application)**

Employment opportunities abound with the Norfolk Police Department (NPD). A career with the NPD will **challenge** you to get involved and make a difference in the community; offer a **diversity** of work experiences and assignments; and provide the **opportunity** to be part of a world-renowned law enforcement organization!

**Starting Salary is \$29,500 and increases 23.6% to \$36,466 over the next 18 months as the officer progresses through training and gains experience.**

### **HOW TO APPLY**

Police Recruit application packets are available from the Norfolk Department of Human Resources in person or by calling (757) 664-4486, from the Personnel Liaison Division by calling (757) 664-6421, or the Internet at:

[http://www.norfolk.gov/Human\\_Resources/employ.asp](http://www.norfolk.gov/Human_Resources/employ.asp)

### **AUTOMATIC DISQUALIFIERS**

Please read carefully. Any one of these disqualifiers will make you ineligible for employment as a Norfolk Police Officer. If none of these items apply to you, please submit your application.

#### ◆ **CRIMINAL CONVICTIONS**

1. Any felony conviction.
2. Conviction of any offense involving moral turpitude, including larceny, concealment, bad checks, embezzlement, or perjury.
3. Conviction of a domestic violence offense.

#### ◆ **DRUG USAGE**

1. Use of any opiates (heroin, cocaine, morphine, methadone, etc.) or any illegal hallucinogen (e.g., LSD, MD, etc.)
2. Conviction of any substantiated illegal act including the possession, sale, manufacture or distribution of any narcotic controlled substance or dangerous drug, as defined by state or federal law, except the use of marijuana, which is evaluated on the frequency of use.
3. Frequent use of marijuana, e.g., ten times within two years prior to the application date.
4. Any illegal use of a drug or substance within 12 months of submitting an application or any time thereafter.

#### ◆ **DRIVING RECORD**

1. More than three total cumulative Division of Motor Vehicles demerit points.
2. Driver's license suspension within the past 12 months because of moving violations.
3. Conviction of drunk driving or driving under the influence within the past 3 years.
4. Conviction of a misdemeanor hit and run.

#### ◆ **MILITARY**

1. Dishonorable discharge from the military.
2. Bad conduct discharge from the military.

✓ **Note:** Other disqualifiers may also apply. Please see an application package for a more complete description.

## SCREENING AND SELECTION PROCESS

Each applicant must meet the entry-level minimum requirements to be considered for employment. There has never been a better time to join the Norfolk Police Department. Police applicants must submit a Public Safety Employment Application form, birth certificate photocopy, high school diploma or GED certificate, driver's license and DD214 (long form), if the applicant ever served in the military, and a copy of a Department of Motor Vehicles Report from the state of licensure that must not be over 1 year old.

The application process takes approximately 3 to 4 months from the time of application until a conditional offer of employment is received, if the applicant is selected and approved for hire.

### ◆ **APPLICANTS MUST MEET THE FOLLOWING REQUIREMENTS:**

- ◆ **EDUCATION** – High School Diploma or GED.
- ◆ **AGE** – Be a minimum of 20 years and six months of age when the academy begins.
- ◆ **CITIZENSHIP** – United States citizenship is required.
- ◆ **MILITARY SERVICE (Applies to Veterans Only)** – Military veterans of the Armed Forces must present proof of an Honorable Discharge.
- ◆ **MOTOR VEHICLE OPERATORS LICENSE** – Possess a valid motor vehicle operator's license and the ability to qualify for a Virginia Division of Motor Vehicle Operators License. The applicant's right to operate a vehicle cannot be under suspension.

### ◆ **APPLICANTS MUST PASS THE FOLLOWING ASSESSMENTS:**

- ◆ **WRITTEN EXAMINATION** – Pass a written examination designed to measure the reading comprehension necessary to successfully complete required employment training and certification.
- ◆ **PHYSICAL AGILITY TEST** – Designed to determine the applicant's abilities in performing specific physical activities.
- ◆ **B-PAD** – An interpersonal assessment device that is administered with a television, VCR and a camcorder. Applicants are shown scenarios that simulate situations that they might encounter while working as a police officer. After watching each scenario, applicants have 45 seconds to respond to the characters on screen as though they were there. The applicant's response is videotaped and evaluated by trained assessors.
- ◆ **POLYGRAPH EXAMINATION** – Verifies the background data in the Personal History section of the application form. Deception noted in the areas of the automatic disqualifiers may prevent further processing.
- ◆ **BACKGROUND INVESTIGATION** – Entails obtaining and verifying information in regards to prior employment, drug use, personal references, criminal records, Division of Motor Vehicle records, and credit records:
  - ◆ Applicant's background is analyzed to determine the existence of any history of criminal records.
  - ◆ Data contained in the Public Safety Employment Application is verified.
- ◆ **ORAL REVIEW BOARD** – Candidates are interviewed by a panel of department personnel to determine their qualifications based on questions about their desire to become police officers and clarification of responses given on their applications.

♦ **POST-JOB OFFER SCREENING PROCESS** – Police applicants who preceding processes, must successfully complete the following steps after receiving a conditional offer of employment:

1. Drug Screening
2. Medical Examination
3. Psychological Examination
4. Candidates will be required to sign an acknowledgement that as a condition of their initial and continued employment they will refrain from any on-duty or off-duty use of tobacco products.

## **NATURE OF WORK AND THE STARTING SALARY (EFFECTIVE FOR FISCAL YEAR 2003-2004)**

**Police Recruit** – Police Recruit is pre-entry level law enforcement work. Work involves participating in and successfully completing the State of Virginia certified Police Officer Training Academy that lasts approximately 26 weeks. Currently, new Police Recruits are paid \$29,500 per year plus benefits (retirement, medical, and leave) while attending the police academy.

**Police Officer I** – Upon successful completion of the police academy, recruits are sworn in as police officers and continue training, which begins with the completion of a 4 to 5 months Field Training period with an experienced Field Training Officer. As a Police Officer I you will receive a *6.3% raise* to an annual salary of \$31,364 per year. This amount represents a base salary and does not include earnings from applicable special pays or overtime. Work involves preventing, detecting, and investigating criminal acts; apprehending and arresting law violators; safeguarding lives and property; and related activities.

**Police Officer II** – After successfully completing one year as a Police Officer I, officers receive a *16.3% raise* to \$36,466 and become a Police Officer II. Every twelve months officers are eligible for a step increase and other increases if approved by City Council. At present, the maximum base salary that may be earned as a Police Officer II is \$52,815 or \$57,867 for officers holding Master Police Officer designation.

### **Career Opportunities (Promotional Process and Senior and Master Police Officer Designations)**

Police officers who meet service (longevity) and education requirements are eligible to take promotional exams to establish eligibility lists for promotions for the ranks of Police Corporal, Sergeant, Lieutenant, and Captain.

Officers must meet service, training-assignments, and education requirements to take examinations to be considered for Senior or Master Police Officer designations. At the present time officers designated as Senior Police Officer receive an additional \$210.50 per month (\$2,526 annually); officers with the designation of Master Police Officer receive an additional \$421 per month (\$5,052 annually) in addition to their regular pay rates throughout the duration of such designations.

## **BENEFITS PACKAGE – SECOND TO NONE**

**As a Norfolk Police Officer, you may receive these great *benefits*:**

- ♦ **Competitive Annual Salary**
- ♦ **Continuing Education Tuition Assistance**
- ♦ **Excellent Retirement Plan**
- ♦ **Career Development Program**
- ♦ **All Uniforms Furnished**
- ♦ **Outstanding Medical Plan (Optional)**  
Point-of-Service (POS) plan that features managed care (HMO-type) and indemnity coverage (traditional) benefit options
- ♦ **Dependent Care Reimbursement Account (Optional)** Before tax-dollars are set aside and used for eligible out-of-pocket expenditures for a child, spouse, or for another
- ♦ **Holiday, Court and Overtime Pay**
- ♦ **Paid Birthday Leave**
- ♦ **Paid Vacation and Sick Leave**
- ♦ **Officers Receive Supplemental Pay for College Degrees**
- ♦ **Veterans Benefits (GI Bill) for Academy and Field Training**
- ♦ **Health Care Reimbursement Account (Optional)** Before- tax dollars are set aside and used to pay eligible medical and dental expenses not paid under any health plan
- ♦ **Outstanding Dental Plans (Optional):**
  1. **Dental Health Maintenance Organization 207 Plan**  
Care at pre-determined fees through a network of participating dentists

dependent incapable of self-care

- ♦ **Long-term Disability (Optional)** Replaces up to 67% of income during a covered total disability, to a maximum of \$5,000 per month
- ♦ **Sick Leave Bank (Optional)** Provides additional paid sick leave of up to 100 days of leave annually up to a lifetime maximum of 250 days, employees must donate one day when joining and may be assessed an additional day to keep the bank solvent

## 2. Dental Indemnity Plan

Group dental coverage where participants choose any licensed dentist

## WHAT TO EXPECT DURING POLICE RECRUIT TRAINING

Police recruits participate in training to successfully complete the state certified Police Officer Training Academy. ***Police Recruit academy training lasts approximately 6 months and consists of classroom, physical fitness, and police situation simulation training.***

- ♦ **CLASSROOM** – Students receive quality classroom instruction in such areas as Basic Law, Criminal Investigation, Report Writing, and other law enforcement related topics. Students receive periodic testing to assess their success in learning classroom materials. Students must meet or exceed minimum standards established by the police academy and the Virginia Department of Criminal Justice Services (DCJS).
- ♦ **PHYSICAL FITNESS** – Students receive rigorous physical training relating to fitness and health standards needed to perform the sometimes physically demanding aspects of law enforcement. Training includes:
  - ♦ Running
  - ♦ Sit-ups
  - ♦ Push-ups
  - ♦ Mountain Climbers
  - ♦ Biceps and Triceps Exercises
  - ♦ Front and Side Raises
  - ♦ Stretches/Flexibility Training
  - ♦ Other Strength and Aerobics Conditioning
- ♦ **POLICE SITUATION SIMULATION TRAINING**
  - ♦ Defensive Driving
  - ♦ Defensive Tactics
  - ♦ Firearms
  - ♦ Water Safety

***Sound exciting?*** There is much more to learn about the Norfolk Police Department and all it has to ***offer you!*** We urge you to visit our website now! A **rewarding career** with the NPD is just a click away!

<http://www.norfolk.gov/Police/Employment.asp>